



INTERAGENCY CONNECTION

215 Dean A. McGee, Suite 320, Oklahoma City, OK 73102

<http://www.oklahoma.feb.gov/>

(405) 231-4167

Chair's Corner



PUBLIC SERVICE RECOGNITION: The time is upon us! While we've been planning our annual awards program since January, upon receipt of this newsletter, the time is at hand (banquet scheduled for the first Monday

in May).

We have nominees from numerous federal agencies located in various locations throughout the state. This event serves as one of our larger inter-agency events of the year and an opportunity to recognize the high performers in our federal community and celebrate public service. I hope to see you there!

EMERGENCY PREPAREDNESS: Springtime in Oklahoma is always a reminder that we should be diligent with our emergency preparedness planning and exercising. At the close of a training we hosted on April 21st, the Oklahoma City tornado sirens sounded. Due to severe weather in the area, those who remained in the building exercised "sheltering in place".

For the agency leaders present on that day, did you consider what you would need to do if a tornado impacted your agency? And what would you do from a remote location?

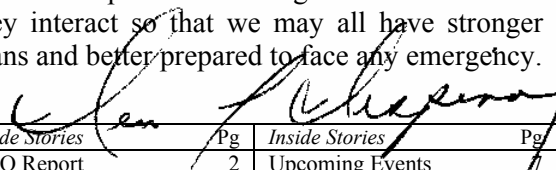
Federal COOP plans were given a 'close-up' look by GAO earlier this year:

"Federal operations and facilities have been disrupted by a range of events, including the terrorist attacks on September 11, 2001; the Oklahoma City bombing; localized shutdowns due to severe weather conditions, such as the

closure of federal offices in Denver for 3 days in March 2003 due to snow; and building-level events, such as asbestos contamination at the Department of the Interior's headquarters. Such disruptions, particularly if prolonged, can lead to interruptions in essential government services. Prudent management, therefore, requires that federal agencies develop plans for dealing with emergency situations, including maintaining services, ensuring proper authority for government actions, and protecting vital assets." (GAO-04-160, dtd February 2004)

Our FEB Emergency Preparedness Council will be planning a table top exercise, designed to group the participants by agency size and whether or not you have exercised your Continuity of Operations Plan. This is designed so that agencies can come together in a safe forum to ask questions, share best practices and lessons learned.

I encourage you to take full advantage of the coordinated effort to share the strengths of your plan and to benefit from the strengths of other plans. Watch this newsletter for developments on this initiative; we will ask the participants to share best practices among those with whom they interact so that we may all have stronger plans and better prepared to face any emergency.



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GAO

Readiness Reporting System



The Government Accounting Office (GAO) released a report on March 29, 2004 stating that federal agencies will be evaluated on their Continuity of Operations Plans (COOP) in the same manner the President's Management Agenda items are being evaluated. Evaluations will be based on a three tier system of:

- Green (meets requirements),
- Amber (meets some requirements but still working), and
- Red (cannot meet requirements).

This Readiness Reporting System report will be compiled on a monthly basis and be presented to the President to show the status of preparation of all Federal agencies.

Agencies are required to have plans in place to ensure essential government services continue during emergencies, such as a natural disaster or terrorist attack. Currently, the report states that agencies are not prepared to carry out important services during an emergency.



Help from the Federal Executive Board

Look for information in the next few months on an interagency table top exercise designed to assist agencies in strengthening their Continuity of Operations Plans (COOP). The plan is to gather federal leaders wishing to strengthen their plans and those who can share good, working practices so that we can assist each other.

We hope that this exercise will assist federal agencies in Oklahoma to strengthen their plans, causing a ripple effect, enabling them to help their fellow agencies in other locations.

OPM to beef up federal jobs Web site

By David McGlinchey

dmcglinchey@govexec.com

<http://www.govexec.com/dailyfed/0404/040904d1.htm>

The Office of Personnel Management is preparing to roll out a set of major improvements this month to improve job posting on its USAJOBS Web site, agency e-government officials said Friday.

The USAJOBS site provides a portal for job openings throughout the federal government and was redesigned last year under a 10-year contract with online search company Monster. Since then, the number of daily visits has increased more than tenfold. OPM officials now are planning to improve the job posting process for federal recruiters and standardize the format for job announcements on the site.

"This is a very major release," said Claire Gibbons, project manager for the Recruitment One-Stop program at OPM.

The new job posting template will avoid muddled, confusing or indirect job postings, according to Norm Enger, OPM's e-government program director. Recruiters will be presented with a step-by-step process for entering the job description, duties, required qualifications and application information. Job seekers will see each job presented in the same manner with a concise overview on the first page. Interested applicants can then click on tabs or hyperlinks for more detailed information.

"We don't have to expose every single reader to that" detailed information, Gibbons said.

OPM e-government officials were proud of what they say is a Web site driven by the comments of both recruiters and job seekers. They have closely linked their customer service staff with their online development personnel, so common complaints can be addressed, according to Gibbons.

Consumer results appear to indicate the effort has been a success. Before the site was redesigned, it received about 20,000 visitors each day. Now, after a broad e-mail and publicity campaign, the site receives almost 300,000 visitors on an average weekday.



SPOTLIGHTING INFORMATION --
Did you Know?... FEDS RACE TO RAISE MONEY FOR CHARITY

Federal employees in Oklahoma sponsored a community wide walk/run event last September to raise money for non-profit organizations in the first GEICO Race for Freedom. The event began at Stars and Stripes Park in Oklahoma City and ran through the east side of Edgewater. Last year's event was a huge success with over 250 participants and raised \$5,000 for the Combined Federal Campaign (CFC). As the only nationally authorized fundraising event in the federal workplace, CFC provides support to over 1,500 non-profit agencies. These provide relief for hungry children, support for families in need of counseling, develop cures for various diseases, comfort for the dying, promote environmental protection and better lives and renewed hope for millions of people.

There are more than 250 federal offices in Oklahoma, providing approximately 64,000 jobs and several thousand contract positions.



In 2003 the Oklahoma City area Federal employees raised over \$2.5 million for charity through CFC. Much of this money will stay right here in Oklahoma and be given to local charities to help Oklahomans.

This year's GEICO Race for Freedom will be held at Stars and Stripes Park in Oklahoma City and run through the east side of Edgewater on Saturday, September 11th at 8:00 a.m. The event will offer a 5 km and 10 km competitive run and a 2-mile non-competitive walk/run. The event is open to everyone in the community. Together we can celebrate life through philanthropy, fitness, and fun!!!

Participation:

Registration is \$15 per person until September 4th; then \$20 thereafter. Registration forms will be made available in the near future at www.oklahoma.feb.gov or by contacting Kim Dermody at 405-954-7707.



There are a total of eight Combined Federal Campaigns in Oklahoma		Who raised a total of \$3,305,971.78	
Jackson County	\$72,455.00	Enid Area	\$49,074.00
Ft Sill-Lawton	\$225,070.09	McAlester	\$30,414.00
Muskogee	\$66,425.69	Central Oklahoma	\$2,484,268.00
Stillwater	\$2,970.00	Tulsa	\$375,295.00





Reservists must report civilian employment data

Extracted from Federal Times, April 12, 2004
by Vince Crawley

The Defense Department launched a mandatory program in which reserve and Guard members must report information on their civilian employment annually.

The data are needed to help manage the mobilization of reservists who also have critical civilian jobs, according to a policy directive signed March 21 by David Chu, undersecretary of Defense for personnel and readiness.

In addition, officials can use the data to find reservists with special expertise needed for mobilization.

The Defense Department is required by law to maintain a database of reservists' civilian skills but, until now, collecting the information has not been mandatory.

The Defense Department on March 31 announced it had set up online computer sites where reservists could enter their personal information and update their employment records.

Pentagon spokesman Army Lt. Col Bob Stone said service members will be required to update their employment records once a year.

Secure web sites for entering employer data:

- Navy selected reservists can enter their data at <https://nsips.nmci.navy.mil>
- Marine reservists can log on at www.mol.usmc.mil
- Navy Individual Ready Reserve sailors, Coast Guard reservists, Army National Guard Air National Guard and Air Force Reserve members should go to: www.dmdc.osd.mil/Guard-ReservePortal
- Army Reserve soldiers can enter their data at www.hrc.army.mil

Officials said the data will be used for a number of purposes. First, the Defense Department, as part of its mobilization process, is required by law to give consideration to those whose civilian jobs play a role in public safety, health or the national interest, officials said.

Defense officials also are required by law to avoid mobilizing more critical-skills personnel than are necessary for military operations.

Finally, the Pentagon must inform reservists' employers of their rights and responsibilities under the Uniformed Service Employment and Re-Employment Rights Act.

Web site overhaul scheduled for Thrift Savings Plan

By David McGlinchey
dmcglinchey@govexec.com

The Thrift Savings Plan is revamping its Web site to reduce the number of paper statements that are mailed out and to better communicate with its 3.2 million participants, staff members said Monday.

Officials at the 401(k)-style Thrift plan are gradually improving and tweaking the site before completing a larger overhaul by mid-summer, according to Penny Moran, TSP deputy director of external affairs.

The renovation is "making really good headway," TSP Executive Director Gary Amelio told members of the Federal Retirement Thrift Investment Board during a Monday meeting. "I think you'll be really happy, as will the participants."

Officials are hoping to end up with a site that is simpler and easier to use. Amelio suggested that one of the goals is to "reduce the number of icons."

TSP staffers said they have consulted with a sampling of site users, and found that participants wanted a less complicated portal. The overhaul also will attempt to make the links on the site's front page more useful and clear.

Board members said they are acutely aware of the need for a high-quality Web site, noting that the Internet has become the plan's primary means of communicating with participants. Just 400,000 members receive paper statements for their TSP accounts. According to Amelio, the reduction in paperwork and mailings has cut costs and reduced the burden on the National Finance Center in New Orleans, which handles many of the plan's administrative functions. In fiscal 2004, the TSP is on track to spend \$4.4 million less to mail statements than was budgeted at the beginning of the year.

"We're saving a tremendous amount of money" by not printing as many paper statements, Amelio said.

Thrift board chairman Andrew Saul said the improvements to the Web site are extremely important, "certainly [more important] than any of the printed matter."

TSP staff members are not yet planning to make improvements to the organization's other Web site, <http://www.frtib.gov>, which handles issues and business matters that relate more specifically to the board.

<http://www.govexec.com/dailyfed/0404/042004d1.htm>



My Favorite Insights on Leadership

By Mark Towers

Leadership is an “evergreen topic.” It never fades away. I read about it, research it and rejoice in it. Here are my current insights in relation to it:

1. **Strive to be a BLT—Believable, Likeable and Trustworthy person.** Of these three, trustworthiness is the most important. Remember and use this hip-pocket trustworthiness tool: “I do what I say and I say when I don’t.” The ultimate tribute to others is honoring and respecting them with marvelous ethical conduct.

2. **Leadership is a process of influence.** Follow this logic: Leadership is not a skill or a position. It’s a relationship. And what is a relationship? It’s the ability to positively melt into the life of another. Develop the relationship first and the influence will follow.

3. Leaders focus on values more than they do rules. A mentor once said, “**Absolute adherence to rules creates mediocrity.**” These words have helped me stay focused on my three key values (guiding principles) of educate, motivate and entertain. Over time, the work of a leader is to **manage change with unchanging values.** Rules can be used as a rationale for complacency. Know your values and use them to make decisions.

4. The word manager literally means “to handle/control.” The word leads literally means “to teach.” Today, **you must both manage and lead.** Indeed, much of life is about routine/managerial tasks and you must execute them. Conversely, there are opportunities where you get to teach/enable others. Relish the ability to serve others via managing as well as leading.

5. That prolific author, Anonymous, once wrote, “**An army of deer led by a lion will defeat an army of lions led by a deer.**” This insight conveys that superb leaders exude more enthusiasm, optimism and resilience than run-of-the-mill people in positions of leadership. They eschew whining and are consistently able to act themselves into new ways of thinking—not think themselves into new ways of acting.

6. **Be a storyteller.** Recently, a minister said, “I develop my sermon around one story. During the sermon, I re-visit the same story three times.” He claims that this is one of the keys to his rapidly growing congregation. He went on to say, “**Stories are not only what people remember most—they are what keep people alive!**” Leaders tell stories that are short, positive and have a moral.

7. Create opportunities for people to come together and enjoy **food, fun and ritual.** These things bond people together. Magnificent leaders know the importance and the power of these three “social glues.” They endorse all three in the world of work.

One final insight: There are times that leadership can be about loneliness and weariness. Schedule rejuvenation so you can fulfill your purpose—both at work and at home.

Mark “Tenacious” Towers
www.speakoutseminars.com

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Valuing Soft Skills: A Vital Link to the Bottom Line

Article written for the Oklahoma FEB's Interagency Connection, by Nancy J. Lewis, MS, PHR

How many times have you left a meeting lately and felt misunderstood? How many times have you failed in communicating your message clearly to others? Has your agency been faced with constant and radical change? These are just a few of the complex issues we face in the workplace today. In order to have improved morale, greater productivity, and increased revenue it begins with valuing your most important asset, your people.

It sounds so simple but is one of the biggest challenges managers are facing today. Our workforce is so diverse; one style of management will not work. When your employees come to work you must recognize that they have personal lives that impact their workplace performance. How often have you been seen doing management by walking around (MBWA)? You cannot get to know your employees from the confines of your office. Everyday you must seek opportunities to get to know more about your employees. This is change for both of you that will take some getting used to. Now I know some of you are thinking, I don't want to get into their personal lives. I just want them to do their job. Initially your employees will not talk much because they are waiting to see if this is real or a "flavor of the month" you are trying. Once they realize you really are seeking to get to know them they will work harder for you. The key to learning here is you must learn how to manage with your head and your heart. This is an opportunity to develop balance in an area so many managers struggle with.

Effective communication is a vital link to the bottom line. When miscommunication takes place generally it means things are done wrong, if at all, and have to be repeated. We always seem to have time to do things twice. It is important to remember that effective communication skills must be worked on daily. You must recognize and understand your communication style and those you lead. There are plenty of assessment tools out there to help you understand your style. Have you taken time to really get to know the best way to communicate with your staff? So many times you may have to modify your communication style to make sure the listener understands what it is you are requesting of them. As you spend time regularly talking to your staff, you will see less miscommunication taking place because they will see you really care about them as a person and the contributions they make. Make sure when you spend time with your employees you are sincere about getting to know them. When employees realize their managers care about them as a holistic person, energy is released that positively impacts the work environment.

Attitude is another key element that impacts the bottom line. What kind of attitude do you bring to the workplace? Ask yourself, is your daily attitude one you want your staff to catch? The attitude of the work environment is a reflection of those in management positions. Recognizing that with the constant face of change you may see attitudes in your employees; the problem begins when it starts to affect their performance and the rest of the team. This is when you sit down with them stating specific things that you have observed that cannot be tolerated. This is not about the performer; it is the performance you are addressing. Find ways to create an environment where positive energy flows. This can be done by catching people doing the right thing and acknowledging them for it on the spot. When this begins to occur, on an ongoing basis, watch the great things that will happen in your organization.

As you can see, the soft skills do impact the bottom line. I challenge you today to step out of your comfort zone and get to know the people who make your agency a success. Once you step out of your comfort zone, you will see boundaries begin to disappear. The growth you will experience will empower you, energize you, encourage you, and make your effectiveness as a manager soar. Now, "just do it"!

Nancy J. Lewis is a leading motivational speaker, life skills trainer, and author. She is the president of Progressive Techniques, Inc. based in Fayetteville, Georgia. The theme of her company is "Developing a Better YOU!" Nancy does keynotes and seminars in the following areas: customer service, leadership, diversity, human resources, and personal enrichment. Nancy is the co-author of *Sisters Together: Lessons Learned That Have Anchored Our Souls* and a contributing author in *Career Compass for Women* and the author of *Things To Do To Be A Better YOU!* Nancy can be reached at (404) 559-7614, email: nancyjlewis@bellsouth.net or website: www.nancyjlewis.com.

**UPCOMING EVENTS****May**

May 3, 2004 11am-1pm	Awards Program Officers' Club, Tinker AFB POC: FEB Office, 405-231-4167
May 4, 2004	Shared Neutrals Council 617 S Air Depot, Midwest City POC: John Esquivel, 405-736-2151
May 4, 2004 5:00 pm	Turning Point Initiative Metro Tech POC: FEB Office, 405-231-4167
May 5, 2004	Cinco de Mayo
May 6, 2004 11:30 am	Community Outreach Council 205 NW 63 rd , Ste 170 POC: FEB Office 405-231-4167
May 9, 2004	Mother's Day
May 12, 2004 All Day	Leadership FEB Focus on Agencies in New Federal Bldg POC: FEB Office, 405-231-4167
May 13, 2004 11:30 am	SGMP Meeting Supplier Appreciation POC: FEB Office, 405-231-4167
May 15, 2004 8:30 am	N.E.W. Leadership FEB Director speaks on value of Interns POC: FEB Office, 405-231-4167
May 17, 2004 4pm-6pm	Evening with the Author Markies Deli, 612 N. Robinson, OKC POC: FEB Office, 405-231-4167
May 18, 2004 All Day	ECQ-2: Leading People Guard Regional Training Institute 6500 N. Kelly, OKC POC: FEB Office, 405-231-4167
May 18, 2004 10:00 am	American Indian Council Bureau of Land Management 221 N. Service Rd., Moore POC: Mary Lou Drywater
May 18, 2004 2:00 pm	Federal Employees Care Council National Weather Service 1200 Westheimer Rd., Norman POC: Mike Birdsong, 405-297-4014
May 19, 2004 10:00 am	Interagency Training Council Military Entrance Processing Station 301 NW 6 th Street, Ste 150, OKC POC: Joyce Smith, 405-521-4539
May 19, 2004 2:00 pm	Emergency Preparedness Council USDA APHIS 4020 N. Lincoln Blvd, Ste 101 POC: FEB Office, 405-231-4167
May 25, 2004 All Day	Media Training & Public Speaking 3608 S. Broadway, Edmond POC: FEB Office, 405-231-4167
May 25, 2004 5:00 pm	Turning Point Initiative Metro Tech POC: FEB Office, 405-231-4167
May 28, 2004 12:00 noon	Naturalization Ceremony US District Courthouse, Oklahoma City
May 31, 2004	Memorial Day

Your Federal Executive Board

The Mission of the Federal Executive Board (FEB) is to increase the effectiveness and efficiency of Federal agencies in Oklahoma.

We applaud the efforts of the Oklahoma FEB Executive Policy Council members who ensure information is provided to direct our activities and efforts:

- Ron Berryhill, Director, USDA Risk Management Agency
- Michael Deihl, Director, Southwestern Power Administration, Tulsa
- Col Dean Despinoy, Commander, 507th Air Refueling Wing
- Steve Gentling, Director, VA Medical Center
- Bill Fillman, Director, VA Central Area, Muskogee
- Gilbert Montoya, Director of Staff, Tinker AFB
- Dottie Overal, Director, Small Business Administration
- Lindy Ritz, Director, FAA Mike Monroney Aeronautical Center
- Michael Roach, US Marshal, US Marshals Service
- Cliff Rucker, District Director, US Postal Service

This newsletter is published monthly as a cost-effective tool for communicating events and issues of importance to the federal community in Oklahoma. If you have news of interest, please fax to the FEB Office at (405) 231-4165 or email to LeAnnJenkins@juno.com no later than the 15th of each month.

Elected Officers:

Chair: **Col Dean Despinoy**, Cmdr
507th Air Refueling Wing

Vice-Chair: **Dottie Overal**, Director
Small Business Administration

Staff:

Director: LeAnn Jenkins

Secretary: Trish Plowman

Program Support: Constance Ward

Development Detail: Larry Phillips

Please feel free to copy this newsletter & distribute. The newsletter is available on our website, <http://www.oklahoma.feb.gov> where you can also request to receive it electronically.

Smart leaders believe only half of what they hear.

Discerning leaders know which half to believe. —John Maxwell



Evening with the Authors

Sponsored by the Oklahoma Federal Executive Board


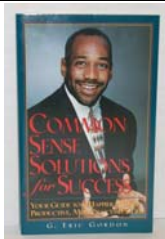




Two opportunities!

Evening with the Author is an opportunity developed by the Oklahoma Federal Executive Board (FEB) in an effort to provide innovative development forums in the local area, to interact with experts and colleagues on ways of tackling everyday work life issues- career issues, leadership challenges, balancing work and home life, diversity and more. This year, we will host two separate forums entitled “Evening with the Author”. You may register for either session at a cost of \$59 per person OR if this is an event that appeals to you, you can register for both for \$99!

These will be author-led forums including:

- ★ An interactive session with the author,
- ★ A copy of the book, and
- ★ An opportunity for you to have the author sign your book.

	 <p><i>Eric Gordon</i></p>	[] \$59	Spend an evening with the Author of <u>Common Sense Solutions for Success: Your Guide to a Happier, More Productive, More Successful Life!</u> Date: Monday, May 17, 2004 Time: 4:00pm—6:00pm Location: Markie’s Deli, 612 N. Robinson Oklahoma City, OK
Spend an evening with the Author of <u>Reinventing Your Self: 28 Strategies for Coping with Change</u> Date: Monday, August 23, 2004 Time: 4:00pm—6:00pm Location: Markie’s Deli, 612 N. Robinson Oklahoma City, OK	  <p><i>Mark Towers</i></p>	[] \$59	

☐ Register for Both to Save! \$99 for both evenings OR \$59 per event

Name: _____ Agency: _____

Address _____

Phone: _____ Fax: _____

Payment Method: ☐ Cash ☐ Check made payable to the Oklahoma FEB ☐ Credit Card ☐ Govt Voucher

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through May 7, 2004. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!



ECQ-2: Leading People

Winning Leadership Strategies



Date:	Tuesday, May 18, 2004
Time:	Registration begins at 7:30 a.m. Training will be from 8:00 a.m. – 4:00 p.m.
Location:	Regional Training Institute, 6500 N. Kelly, Oklahoma City
Who should attend:	This training is open to federal, state and local government employees, supervisors, managers, and executives (military, civilian, law enforcement, and postal service).
Speaker:	Eric Gordon
Cost:	\$145 (if registered separately for this training session)

This training will help leaders achieve greater success through increased productivity. You should come prepared to create one or two real strategies to address a specific concern (or to expand an area of strength). Issues that will be addressed during the training include:

- | | |
|--|--|
| <ul style="list-style-type: none"> ➤ <i>Self-Analysis</i> ➤ <i>Building a Success Mentality</i> ➤ <i>Power Communication</i> ➤ <i>Coaching Excellence</i> ➤ <i>Dealing with Performance Issues</i> ➤ <i>Action Plan for Goal Achievement</i> ➤ <i>Managing Conflict</i> | <ul style="list-style-type: none"> ➤ <i>State of Mind—Recharge Your Mind</i> ➤ <i>Keys to Leadership Success</i> ➤ <i>Motivating Your Way to the Top</i> ➤ <i>Effective Delegation</i> ➤ <i>Organizational Goals</i> ➤ <i>Winning with Diversity</i> |
|--|--|

Name: _____ Agency: _____

Address: _____ Phone: _____

Method of Payment: ☐ Cash ☐ Check ☐ Credit Card ☐ Purchase Order ☐ Training Request

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
OR fax to:	(405) 231-4165

Checks should be made payable to the Oklahoma Federal Executive Board

Cancellation Policy: Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through May 10, 2004. However, after that date, registration must be honored. If you are unable to attend, substitute attendees are authorized and encouraged.

PLEASE POST FOR ALL EMPLOYEES



Public Relations And Public Speaking

(Interacting with the Media and Giving your best presentation ever!)



At one time or another, almost every public manager is tasked with a media interview for your agency or a specific project or faced with giving convincing presentations.



This one-day training seminar is to provide invaluable information:

- ★ for those who wish to be prepared when it is "their turn", AND
- ★ to serve as a refresher for those who have already "been there and done that".

The proposed training agenda, topics to be covered throughout the day, and a brief biographical sketch of the main instructor are provided on our website: www.oklahoma.feb.gov

Date:	Tuesday, May 25, 2004
Time:	Registration will begin at 7:30 a.m. Training will be from 8:00 a.m.—4:30 p.m. (with a working lunch)
Location:	Sleep Inn & Suites, 3608 S. Broadway, Edmond

If you are traveling and need lodging, please call the Sleep Inn at (405) 844-3000 for reservations; they offer a Federal Govt rate for \$59.95 per night. Be sure to state that you will be attending the Federal Executive Board training.

➤ Cost for full day:	<input type="checkbox"/> \$85 per person (registration must be received in the FEB Office before April 2, 2004)
	<input type="checkbox"/> \$95 per person (for registrations received after April 2, 2004)
➤ Media:	<input type="checkbox"/> \$65 per person (this includes morning sessions and the working lunch) through 4/2/04
	<input type="checkbox"/> \$75 per person (this includes morning sessions and the working lunch) after 4/2/04
➤ Public Speaking	<input type="checkbox"/> \$50 per person (this includes the working lunch and afternoon session) prior to 4/2/04
	<input type="checkbox"/> \$60 per person (this includes the working lunch and afternoon session) after 4/2/04

Name: _____ Agency: _____

Address _____

Phone: _____ Fax: _____

Payment Method: ☐ Cash ☐ Check made payable to the Oklahoma FEB ☐ Credit Card ☐ Govt Voucher

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165

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2004 Public Service Recognition Week Employee of the Year Awards Banquet



2004 Theme: <i>Celebrating Government Workers Nationwide</i> Speaker: <i>Mary Hamilton, Executive Director of the American Society for Public Administration (ASPA)</i>	Event information: Date: Monday, May 3, 2004 Time: 11:30am-1:00pm Location: Officers' Club, Tinker AFB (Air Depot entrance)
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Menu: Salad, Roasted Strip Loin, Vegetables, Dessert with Iced Tea and Coffee

If you require special dietary accommodation, please contact the FEB Office, 405-231-4167.

Name: _____ Agency: _____

Address: _____ Phone: _____

Cost: \$20.00 per person

Payment:

☐ Cash ☐ Check ☐ Credit Card ☐ Voucher

☐ Enclosed ☐ Pay at the Door

Luncheon Tickets will be mailed to the address listed above for all pre-paid registrations with sufficient time to receive before the luncheon. This allows expedited entry into the ballroom, without checking in at the registration table.

Please mail to:	Oklahoma Federal Executive Board 215 Dean A. McGee, Ste 320 Oklahoma City, OK 73102
Or fax to:	405-231-4165

Make checks payable to: Oklahoma Federal Executive Board

Cancellation Policy: *Understanding that unforeseen circumstances may preclude an individual from attending, refunds and cancellations will be permitted through April 23, 2004. However, after that date, registrations must be honored by the individual or agency involved. If you are unable to attend, substitute attendees are authorized and encouraged!*



<i>SUN</i>	<i>MON</i>	<i>TUES</i>	<i>WED</i>	<i>THURS</i>	<i>FRI</i>	<i>SAT</i>
	May 2004					1
2	3 11am FEB Awards Luncheon	4 11am Shared Neutrals Council 5pm Turning Point	5 Cinco de Mayo	6 1130 Community Outreach Council	7	8
9 Mothers Day	10	11	12 Leadership FEB	13 1130 SGMP	14	15 830am N.E.W. Leadership
16	17 4-6pm Evening w/Author	18 All Day: ECQ-2 10:00AIC 2:00 FECC	19 10:00 ITC 2:00 Emergency Prep Council	20	21	22
23	24	25 All Day: Media Training 5pm Turning Point	26	27	28 12:00 Naturalization	29
30	31 Memorial Day					

OKLAHOMA FEDERAL EXECUTIVE BOARD
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We wish to thank the Oklahoma CASU for their monthly assistance in the duplication and distribution of this newsletter.